

## 第2週

### 【問題1】

1. indented form
2. semi-block form
3. full block form
4. official memorandum form

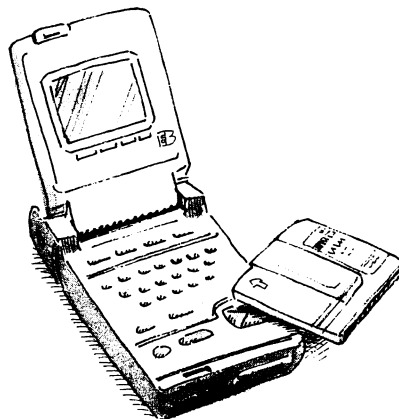
### 【問題2】

1. × 2. ○ 3. × 4. × 5. × 6. ○ 7. ○ 8. × 9. × 10. ○ 11. ×  
12. × 13. ○ 14. ○ 15. ○ 16. × 17. × 18. × 19. ○ 20. ○

【問題3】 解答例は以下のとおり（ここに示した以外の解答も可能ですが、ここでは主としてテキスト第2週の解説中に出てきた英文、またはそのバリエーションを解答例としてあげておきます）。

1. Thank you (very much) for your letter of April 1.
2. We/I have received your letter of April 1 concerning the ABC Project.
3. We/I have enclosed one copy each of A and B. または We are [I am] pleased to enclose one copy each of A and B.
4. We/I would like to have detailed information about your products.
5. We/I would appreciate it very much if you would/could send us ten copies of your latest catalog.
6. We/I look forward to hearing from you soon.
7. We/I look forward to your favorable reply.
8. (We/I) Thank you in advance for your cooperation in this matter.
9. If you have any questions, please (feel free [do not hesitate] to) contact me/us at any time.

【問題4】 解答例（本文の英訳例）は問題5 参照。



【問題5】添削例（添削記号については『コースガイド』参照）

# Japan Trading Co., Ltd.

\*-\*\* Ichiban-cho, Chiyoda-ku, Tokyo 110, Japan  
Tel. 03-3987-099\* Fax 03-3987-098\*

~~Date: 19--.10.11.~~

WS - E4  
October 11, 19--

Messrs. ABC Trading Co., Ltd. # 125 Dundas Street  
Toronto, Ontario # CANADA N2L 3B8

# > Attention: Mr. John Doe, *Commercial Manager*

Dear Mr. John Doe ^

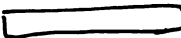
(Re: Catalog and Price List)

← Thank you very much for your letter of October 10. In reply, we are pleased to enclose one copy each of our latest catalog and price list as you requested.

# > Please note, however, that the prices shown in the enclosed price list are subject to change at the end of this year. A new price list will be sent to you as soon as one is available.

# > We look forward to hearing from you again in the near future.

Very truly yours \* ^

→ 

*Taro*  
Ⓧ Yamada  
Manager  
International Division

T4/Y5

~~W2-E4~~

Enclosure *x*